

## FILING A DOCUMENT/DOCKETING - BATCH

### \*\*EXAMPLE: NOTICE OF PROPOSED DISTRIBUTION\*\*

The following instructions will guide you through the process of filing and docketing a document for multiple case numbers in Batch Filings under Bankruptcy Events in the Electronic Case Filing (ECF) system.

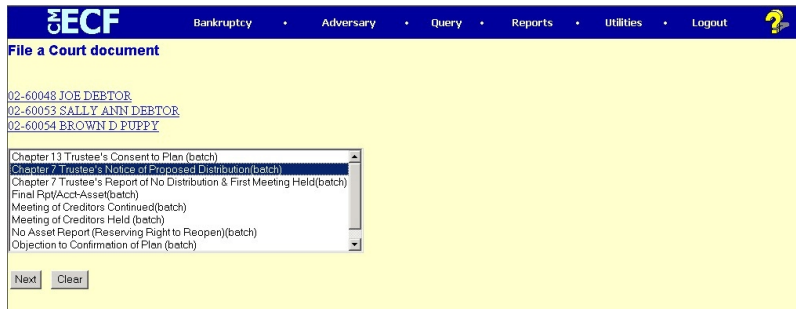
**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on Batch Filings hypertext link.

**STEP 2** The **File a Court document** screen appears:



- ◆ Enter multiple case numbers by hitting Enter after each one, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

**STEP 3 File a Document** screen appears:



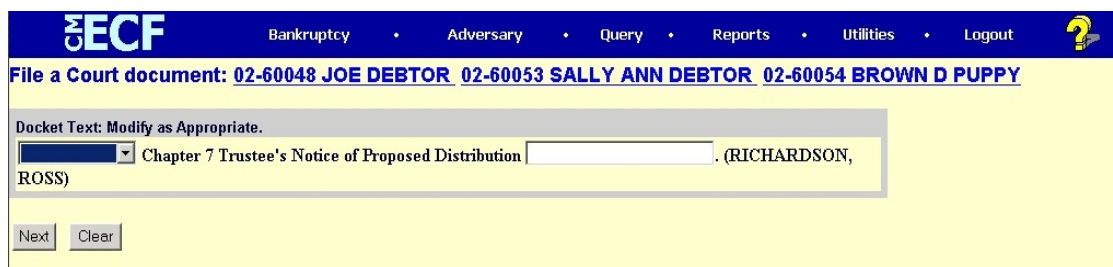
- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

**STEP 4 A second File a Document** screen appears:



- ◆ Type filename in each box, or click on **Browse** to search for file.
- ◆ After all files have been identified, click on **Next**.

**STEP 5 Docket Text: Modify as Appropriate** screen appears.



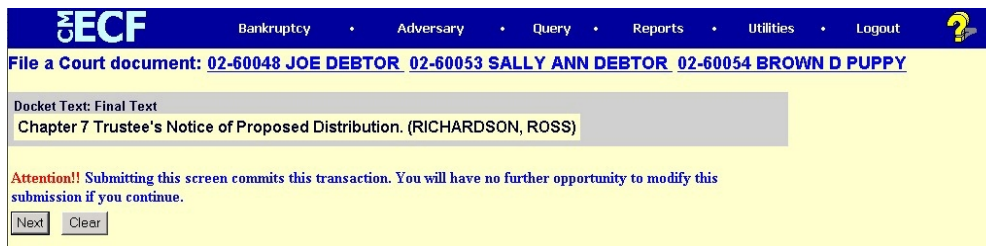
To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.
  
- ◆ **To add additional text:**
- ◆ Click in the second box.
- ◆ Type in any additional description of motion/application.
- ◆ Click on **Next** to continue

Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

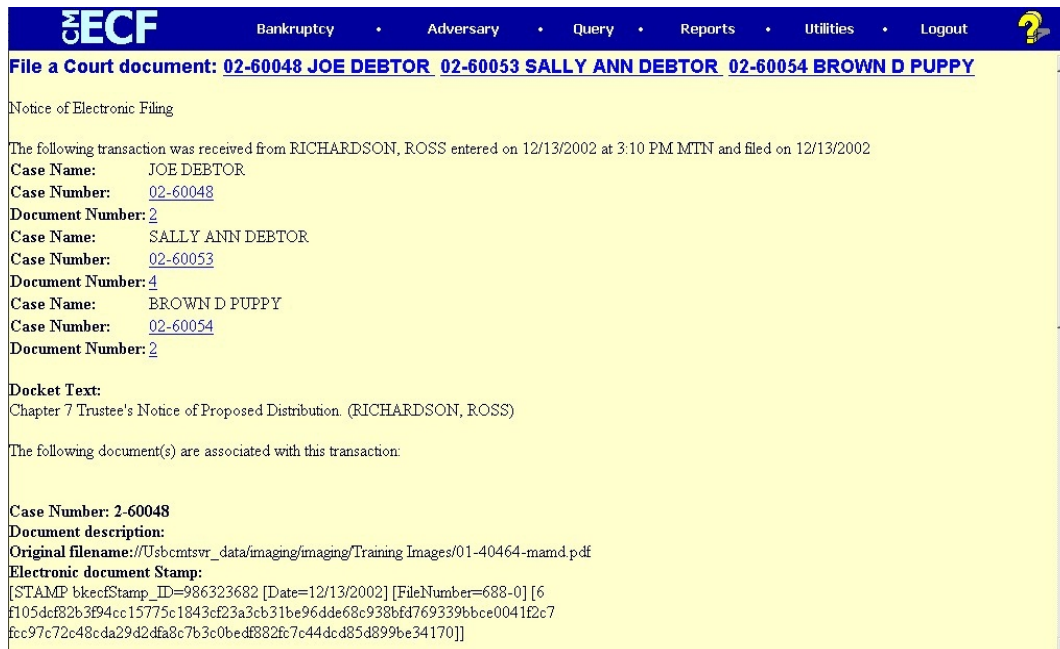
**STEP 6 Docket Text: Final Text** screen appears.



- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

#### **Print receipt**

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*